

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 500 CLASSIFICATION AND MANAGEMENT OF INMATES	SUPERSEDES: IB 93-38 05/11/93 AR 550 09/03/85
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATIONS 550 CLASSIFICATION AND MANAGEMENT OF SAFEKEEPING & BOOT CAMP INMATES	EFFECTIVE DATE: 10/10/03

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MANDATORY REVIEW DATE

08/12/04

PURPOSE

To describe the circumstances under which inmates may be accepted by the Department for safekeeping, and the processes for the placement of inmates from other jurisdictions.

AUTHORITY

NRS 215A
NRS 176A.770
NRS 176A.780
NRS 209.311
NRS 209.291
NRS 209.356

RESPONSIBILITY

The Offender Management Division, under the direction of its Administrator is responsible for transferring inmates between Nevada and other jurisdictions.

The Department's Assistant Director of Support Services is responsible for the preparation of the contract and overall agreement between the Department and the sending state.

DEFINITIONS

INMATE CONTRACT TRANSFERS – Inmates received from another state under a contractual agreement separate from interstate transfers.

INTERSTATE COORDINATOR (IC) – The designated employee within the Offender Management Division, who is responsible for the coordination, communications and actions pertaining to inmates involved in the interstate compact agreements.

MAN DAYS – Number of days an inmate is confined by another state.

OUT BOUND SAFEKEEPERS – Nevada inmates who are candidates for transfers under the Interstate Compact to out of state facilities.

SAFEKEEPER (SK) – A general term to describe any inmate accepted from another jurisdiction.

SAFEKEEPER COUNTY (SKC) – An inmate accepted for housing in the Department from a county under the authority of NRS 215A (County Safekeeper).

SAFEKEEPER BOOT CAMP (SKB) – An inmate committed to the Department program of regimental discipline per NRS 176A.770, 176A.780; (Boot Camp).

SAFEKEEPER INTERSTATE (SKI) – An inmate, i.e. boarder, accepted for housing in the Department under the auspices of the Interstate Corrections Compact or Contract Transfer.

APPLICABILITY

This regulation applies to all persons directly involved in inmate transfer decisions.

PROCEDURES

550.01 GENERAL SK REQUIREMENTS

1.1 Identification Procedures

1.1.1 All SK inmates who are received within the Department will be identified, using ID numbers, fingerprints, and photographs in the same manner as a normal commitment to the Department.

1.1.1.1 All SK inmates should attend initial classification, with a recommendation to the Offender Management Administrator (OMA) for subsequent housing and custody.

1.1.1.2 Fingerprints on inmates who are received as safekeepers will not be submitted to the Nevada Criminal History Repository.

- Inmates committed to the Boot Camp will have their fingerprints submitted to NCJIS.

1.1.1.3 Inmates who are received as safekeepers, who are currently on parole from the Department, will be given a new identification number.

- When their violation forms have been received by the Department from the Division of Parole and Probation, they will be discharged from their number as a safekeeper, and converted to a parole violator under their original ID number.

1.2 All Safekeeper inmates are to participate in the full reception process for new commitments to the Department.

1.3 Approvals for all transfers of safekeeping inmates are to be referred to the Administrator of the Offender Management Division or designee. This includes movement of SKB inmates between the Boot Camp, and its supporting institution.

1.4 All releases of SK inmates, regardless of type, will be approved through the Administrator of the Offender Management Division, or the Correctional Case Records Manager.

1.5 All former SK inmates who are returned to the Department as regular commitments shall be given new ID numbers. They will be re-processed to include new I-File and C-Files, initial summary, and initial classification. Previous testing, medical, mental health data should be copied from the SK files, and placed in the new I and C-Files.

1.6 All rules and regulations of the Department apply to SK inmates, including the requirements for medical charges, departmental charges, and restitution assessed by disciplinary committees.

550.02 INTERSTATE COMPACT BORDERS AND FEDERAL SAFEKEEPING INMATES

1.1 Criteria

1.1.1 The Department may engage in an exchange of inmates from other states or federal authorities with or without the consent of the subject inmate.

1.1.2 The Department should only engage in the transfer of inmates from the Department for the purpose of:

1.1.2.1 Separating inmates from significant criminal associates and security threat groups in order to control their misconduct.

1.1.2.2 Separating inmates who are in extreme risk of serious injury or death based upon their relationships with other inmates or notoriety amongst the inmate population and who cannot be safeguarded adequately within the Department.

1.1.2.3 Placing inmates in secure environments to control their significant misconduct.

1.1.2.4 Placing inmates in appropriate correctional environments to meet medical treatment or management needs that cannot be met in the facilities of the Department.

1.1.3 The Department should not use these transfers for family reunification purposes.

1.1.4 The man-day balance between the Department and other jurisdictions contracting with the Department should, to the degree possible, be kept on an even, mutual exchange basis.

1.2 Out Bound Processing

1.2.1 Candidate inmates should be recommended based upon the policy described in 1.1.2

1.2.1.1 All classification actions nominating inmates for transfer are to be referred to the Offender Management Administrator (OMA).

1.2.1.2 In the event this action represents an involuntary transfer on the part of the inmate, the action is to be considered adverse classification and should be conducted using the process provided in AR 507 for placement of inmates in segregation.

1.2.1.3 If the OMA approves a transfer candidate, the OMA will notify the institution and require the development of a transfer packet. This packet will include:

- The most recent intake summary;
- The most recent pre-sentence investigation;
- A progress report in a parole board format, which includes the reason for transfer;
- A disciplinary rap sheet; and
- Medical, dental and mental health evaluations.

1.2.1.4 This packet will be transmitted to the ICC Coordinator in the Offender Management Division.

1.2.2 The OMA will seek an appropriate placement for the ICC candidate.

1.2.2.1 The OMA will consider the man-day balance in selecting states to which the candidate will be referred.

1.2.2.2 If the candidate is accepted by another state, the OMA will arrange for the transportation of the inmate.

1.3 The OMA will require Offender Management staff to make appropriate entries into the related NCIS application to account for the man-day balance with the other state.

1.4 Any casework required by the inmate transferred to another jurisdiction will be completed by staff of the Offender Management Division.

1.5 Nevada inmates in other states will not be granted minimum custody in the other state without the approval of Nevada's Director, Assistant Director of Operations, or the OMA.

1.6 Nevada inmates in other states will not be allowed to participate in any conjugal, or family visit that involves or allows sexual contact with another person.

1.7 The location or reason why a Nevada inmate is located in other jurisdictions is not public information. All inquiries regarding this issue are to be referred to the OMA.

1.8 Nevada inmates in other states will have all records from the other institution provided to the Correctional Case Records Manager of the Nevada's Offender Management Division.

1.9 Property

1.9.1 During voluntary transfer, all inmate property, except for basic toilet articles

and a limited amount of personal effects, will be mailed prior to transfer to a destination of the inmate's choosing other than the designated receiving institution.

- This mailing shall be at the inmate's expense.

1.9.2 Property, which is not mailed per this requirement, will be disposed of by the institution, according to the provisions set forth in Administrative Regulation 711.

1.9.3 During involuntary or emergency transfers, all inmate property will be properly inventoried, boxed, and mailed to a destination of the inmate's choosing other than the designated receiving institution.

- This mailing shall be at the Department's expense.

1.10 Inbound Interstate Candidates

1.10.1 All inquiries regarding possible placement within the Department from another jurisdiction will be referred to the OMA.

1.10.2 The OMA will evaluate all submittal from other states.

1.10.3 The OMA will consult with the Director, Assistant Director of Operations, and the Warden at the receiving institution as indicated by the case factors presented in the referral packet.

1.10.4 The approval by the OMA will take into account:

1.10.4.1 The Department's ability to manage or safeguard the inmate;

1.10.4.2 The existing man-day balance with the candidate state;

1.10.4.3 The medical and mental health needs of the candidate and any other relevant factors.

1.10.5 The OMA will notify the Associate Warden of Programs or Warden of the reception center to which the approved inmate will be transferred, and transmit the referral packet from the sending state.

1.10.6 The OMA will cause the NCIS to be adjusted by staff to maintain the man-day balance for inbound inmates.

1.10.7 Institutional staff will communicate with the sending jurisdiction through the Interstate Correctional Compact Coordinator in the Offender Management Division.

1.10.8 All persons requesting information on an inmate from another jurisdiction will be referred to the Administrator of the Offender Management Division.

- The location of these inmates is not public information.

1.10.9 The OMA/designee is responsible for the development and maintenance of contracts with other jurisdictions.

550.03 COUNTY SAFEKEEPING (SKC)

1.1 The Department may accept inmates for safekeeping from county or city police departments within the State of Nevada.

1.2 The Director, Assistant Director of Operations, or OMA, or Administrative Officer of the Day (AOD) after hours, is authorized to approve the acceptance of a county safekeeper (SKC).

1.2.1 SKC inmates should be accepted only if they present a significant management problem to the local jurisdiction, based upon one of the following criteria:

- 1.2.1.1 Serious misconduct;
- 1.2.1.2 Escape risk;
- 1.2.1.3 Protective custody; or
- 1.2.1.4 Lack of medical supervision.

1.2.2 The Department will not provide security coverage at hospitals for SKC inmates.

1.2.3 SKC inmates should be processed into Nevada's prison system at a reception center unless specifically authorized for placement in an alternative institution or facility by the approving administrator.

1.2.4 The administrator accepting the SKC inmate shall check with the Medical Director before accepting inmates for medical supervision in the Regional Medical Facility, a mental health unit or the infirmary of an institution.

- Upon acceptance the Chief of Medical Fiscal Services shall be notified.

1.2.5 The Administrative Officer of the Day has the authority to accept SKC inmates, however, attempts shall be made to contact the OMA or the Classification, Research and Planning Specialist, prior to acceptance.

- If the case involves a serious or critical medical issue the on call physician shall be contacted.

1.2.6 The administrator accepting the SKC inmate shall require the Sheriff or Chief of Police to provide a letter to the Department for transmittal with the inmate to the Department. This letter should contain the following:

- Name/alias of the inmate;
- Pending charges or adjudicated charges;
- Social security number - FBI number - SID number;
- Date of Birth;
- Place of Birth;
- Basis for request;
- Pertinent behavioral observation; and
- Pertinent medical/mental health observations.

1.2.7 Administrators considering acceptance of the candidate SKC inmate should advise the local jurisdiction of its responsibility for outside medical/dental, and mental health costs.

1.2.9 The local jurisdiction should be advised of its responsibility to transport the SKC inmate to and from the Department for court, as well as its responsibility to supervise the SKC inmate during overnight hospital stays.

1.2.10 SKC inmates who are accepted by the Department for medical or mental health supervision should be returned to their original jurisdiction as soon as that medical or mental health supervision is no longer required.

1.2.11 The institutional staff where the SKC inmate is housed should coordinate with the OMA or his support staff for NCIS authorization for movement for releases and transfers back to local jurisdictions.

550.04 PROGRAM OF REGIMENTAL DISCIPLINE (BOOT CAMP SKB)

1.1 The Department will carry out the mandate of the courts for the evaluation, education, and treatment of inmates through the conduct of a program of regimental discipline.

- This only includes offenses that qualify for probation.

1.2 The location of the Program of Regimental Discipline will be designated by the Director of the Department.

1.2.1 The conduct of this program is the responsibility of the Warden who is responsible for the camp in which the program is located.

1.2.2 The Boot Camp Lieutenant will develop institutional procedures which are to be approved and reviewed annually or as needed, by the Assistant Director of Operations.

1.2.3 The Boot Camp program is to have a complete and current syllabus on file with the Director, Assistant Director of Operations, and Offender Management Division Administrator.

1.2.4 SKB inmates will be seen at initial classification where consideration will be given to the regimental discipline criteria defined in NRS 176A.780.

1.2.5 The classification committee should not classify inmates to the Boot Camp program who are:

1.2.5.1 Medically or mentally incapable of meeting the demands of the program.

1.2.5.2 Persons who have felony holds or detainers.

1.2.6 Initial classification recommendations for SKB inmates are approved by the classification staff of the Offender Management Division.

1.2.7 All casework relative to SKB inmates is to be documented in the NCIS.

1.4 Movement is not to take place between the Boot Camp, and the supporting institution, regardless of the direction of that movement, without the approval of the OMA, or on an emergency basis by the classification staff of the Offender Management Division.

1.5 Serious misconduct on the part of an SKB inmate will be managed and documented per the requirements of the Code of Penal Discipline and the NCIS.

1.6 Boot Camp staff is not authorized to make contact with the committing authority in order to extend or suspend the stay of an inmate in the regimental discipline program. Such requests are to be made to the OMA for consideration for referral to the court.

1.7 Return to Court

1.7.1 Inmates who successfully complete the program are to be returned to the jail in the county from which they were committed prior to the elapse of 190 days from the time of arrival in the Department.

1.7.2 Inmates who fail the Regimental Discipline Program are to be returned to the jail in the county from which they were committed as soon as practical.

1.7.3 Regardless of the type of return, an inmate who has discharged the Regimental Discipline Program will be accompanied by a report to the sentencing judge which details the inmate's program adjustment.

1.7.3.1 This report will include a recommendation to the judge for the sentencing of the inmate.

- 1.7.3.2 This report and recommendation will be forwarded to the Planning and Statistics Section of the Offender Management Division.

550.05 INMATE CONTRACT TRANSFERS

1.1 The Department's Assistant Director of Support Services is responsible for the preparation of the contract and overall agreement between the Department and the sending state.

1.1.2 The Assistant Director of Operations (ADO) and the Offender Management Administrator (OMA) will coordinate the review of inmate packets prior to the transfers taking place.

1.1.3 The OMA will coordinate the transfer of inmates to the Department, in conjunction with institutional resources and/or the Department's Central Transportation Lieutenant.

1.1.4 The OMA will provide the list of accepted inmates to the OMA statistician in order to secure identification numbers and to develop a working list of inmates received.

1.2 The receiving institution in the Department is responsible for ensuring completion of the intake process within three weeks of arrival.

1.2.1 The institution may utilize the staff provided by the sending state to complete the intake process.

1.3 Periodic Classification Review for recommendations for returning a contracted inmate back to the sending state must be made to the OMA, who will determine if the transfer should take place.

1.3.1 This will include a consult with the Assistant Director of Support Services.

1.3.2 The Department's institution should report any issues that prompt removal from the normal housing unit. If these are noted during the periodic review process, this information must be reported to the OMA/designee to determine if any action is warranted.

1.4 Semiannual inmate progress reports are to be completed twice a year, in June and December.

1.4.1 The Interstate Correctional Compact Coordinator from Offender Management Division (OMD) will notify the Correctional Casework Specialist III at the institution thirty (30) days prior to the date the reports are due.

1.4.2 The original report is to be mailed by the institution to the sending state.

1.4.3 A copy of the report is to be forwarded to the Interstate Correctional Compact Coordinator in the Offender Management Division for placement into the C-File.

1.5 Format

1.5.1 Print parole progress report, attach the disciplinary rap sheet, and prepare explanation

of time earned as requested by sending state.

1.5.2 If a contracting state would prefer a computerized reporting system and one can be developed that is acceptable to both parties, it can replace previously listed elements of the progress report system.

1.6 Returns/Releases/Transfers

1.6.1 Once approved by the Department and the sending state and a date has been established the Interstate Correctional Compact Coordinator is to be notified by the OMA/designee, who will then notify the following:

- Assistant Director of Operations;
- Assistant Director of Support Services;
- Classification, Research and Planning Specialist; and
- Institutional Warden.

1.6.2 The Interstate Correctional Compact Coordinator will ensure that the information is updated into the NCIS to chrono the move and to also update the approval screen.

1.6.3 Any recommendations for transfers within the Department are to be directed to the OMA.

1.6.4 All transfers are to be reported to the statistician in OMD in order to update the contract list.

1.6.5 The OMA/designee will notify the Interstate Correctional Compact Coordinator of any arranged parole of an offender.

1.6.6 The Interstate Correctional Compact Coordinator will contact the designated institutional Correctional Casework Specialist III of the planned release. The following staff are to also be notified:

- Assistant Director of Support Services; and
- Classifications, Research and Planning Specialist.

1.7 Statistical Reports

1.7.1 The statistician/designee is responsible for maintaining an up-to-date report of contract inmates, to include the following information:

- Sending state;
- Name;

- Number;
- Institutional location; and
- Commitment date.

1.7.2 The report is to be updated monthly and provided to the following staff:

- Assistant Director of Operations;
- Assistant Director of Support Services;
- Offender Management Administrator;
- Classification, Research and Planning Specialist;
- Interstate Correctional Compact Coordinator; and
- Institutional Warden.

1.7.3 If the count changes, a report is to be prepared and forwarded to the above stated staff as soon as practical, prior to the completion of the monthly report.

550.06 SAFEKEEPER ESCAPES

1.1 The escape of an SK inmate will be deemed to be an escape from the Department.

1.2 Normal procedures for the recapture of an inmate, to include notifications and warrants, will be accomplished by the Department as outlined in AR 450 Preventing, Apprehending and Reporting of Escapes.

1.3 Dissemination of Information

1.3.1 The OMA notifies the Division of Parole and Probation of the escape of the SKB inmate for further notice to the court.

- The Boot Camp staff will immediately complete a report to the court regarding the inmate's participation and escape.
- The report shall be transferred to the court when the inmate is recaptured, with copies sent to the Assistant Director of Operations and the OMA.

1.3.2 For all other Safekeeper escapes the Warrants Coordinator is responsible for notifying the designated staff within the Offender Management Division, to ensure notification to the sending jurisdictions.

REFERENCES

None

ATTACHMENTS

None

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

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No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.